

**NAFSA: Association of International Educators
Volunteer Member Leader Position Description (EA RP)**

Position: Financial Aid Subcommittee Member

**Committee: Financial Aid Subcommittee of the Education Abroad Regulatory Practice
(EA RP) Committee**

Term: January 1, 2018–December 31, 2019; Two-year term (renewable once)

Updated: June 2018

Short Description

The EA RP Financial Aid Subcommittee is charged with identifying government-related practices and procedures for financial aid that affect U.S. students who study abroad. This position is appointed by the chair of the EA RP Financial Aid Subcommittee.

Major Functions & Responsibilities

- Work with the chair and subcommittee members on issues and projects related to financial aid and affecting the field of education abroad; specifically, regulations related to U.S. Federal Student Aid, VA Benefits, and tax issues.
- As assigned by the subcommittee chair, work with NAFSA staff on collaboration with government entities or other higher education associations related to financial aid.
- Collaborate with and recommend ideas to the Education Abroad Knowledge Community (EA KC) Financing Education Abroad Subcommittee for practice resources.
- Provide information or expertise helpful to the EA KC if requested by the EA RP Financial Aid Subcommittee chair.
- Disseminate regulatory information to the field by developing, proposing, or presenting sessions at NAFSA regional and annual conferences when possible.

Volunteer Commitment

- Participate in conference calls with the subcommittee.
- 2-4 hours per month working on liaison calls, subcommittee tasks, or task force projects.
- Meet with the subcommittee during the preconference period at the NAFSA annual conference.

Required Qualifications

- Knowledge of financial aid regulations affecting students from U.S. institutions of higher education who are studying abroad
- Ability to communicate with colleagues and government officials in a collegial and diplomatic fashion
- Demonstrated expertise in education abroad
- Willingness to adopt organization-wide perspectives and EA RP strategic priorities
- Willingness to adopt association priorities and perspectives on volunteer development and management
- High strategic planning, management, networking, and delegation experience
- Strong coordination, analytical, oral and written communication skills
- Ability to work effectively with a team and with NAFSA staff in an outcomes-based environment
- Commitment to access and respond to e-mail in a timely fashion as well as communicate using online electronic tools/systems plus the online workspace structure
- Willingness and ability to travel for participation and representation at NAFSA meetings
- Manage unconscious bias in the assessment and decision-making process
- Recognized by peers for being energetic, innovative, and visionary
- Ability to meet the volunteer commitment outlined and planning calendar deadlines

Relationships with Other Members

This position collaborates closely with other NAFSA leaders to enhance work efforts across the association.

Relationships with the NAFSA staff

This position partners closely with the NAFSA staff partner assigned. Effective relationships reflect and include responsiveness to phone calls/e-mail correspondence, timely delivery on responsibilities, open communication and mutual respect among other characteristics.

Diversity and Inclusion

All NAFSA leaders are expected to foster an inclusive environment and seek to learn and understand the multicultural perspectives of the committee/team, our constituents, and stakeholders to align with the NAFSA Diversity and Inclusion Statement. An expression of leadership in this area includes:

- Engagement of the committee/team to identify and implement strategies for increased personal outreach, recruitment, onboarding for all; especially diversity-focused and underrepresented groups
- Increasing accessibility and participation from underrepresented groups, individuals, and institutions
- Expansion of educational content within the committees' purview through intentional outreach and recruitment of diverse presenters and institutional types in partnership with various NAFSA groups.

If you wish to apply for this position, complete the member-leader application at <http://www.nafsa.org/applynow> and attach a copy of your resume.

NAFSA: Association of International Educators is a professional association driven by its Strategic Plan as established by the Board of Directors. The success of the association depends on the productive engagement of three key constituencies: The Board, member leaders, and staff. Member leaders are advocates for the association's mission, vision, values, diversity and inclusion, and ethical principles; who align their work closely with the Board through its Vice Presidents and with staff to carry out the Strategic Plan. Member leader roles are guided by objectives assigned by the Strategic Plan; by outcome accountabilities outlined in the Standing Rules; and by position descriptions for specific roles.